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ABSTRACT

Two studies examined the status of state vocational and technical curriculum centers. The first was a survey of state liaison representatives (with 36 of 57 responding), and the second was a survey of curriculum center directors (with 41 of 68 responding). The majority of the curriculum centers surveyed serve the vocational subject areas that are considered traditional (such as agriculture, business and distributive education, health, home economics, cooperative education, and industrial arts) plus areas of special concern (special needs, sex equity, guidance, and bilingual education). Resource information is available from all of the centers, with eight centers having more than 11,000 titles in their collections. Dissemination of curriculum materials was considered the centers' most important function by those surveyed. Sales of resources are also important, with 25 centers being involved in such sales. All of the centers provide services to the public even though their staff sizes range from 2 to 102, their budgets range from $12,000 to $655,000. and their work space ranges from under 99 to between 20,000 and 20,999 square feet. (The second half of this document contains 44 curriculum center abstracts arranged alphabetically by state. Each abstract includes the following information: center name, director, address, phone number, major functions, subject areas served, staff positions, square footage, collection size, budget range, and use of public relations.) (MN)

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State of the Art Report

on

State Vocational and Technical Education Curriculum Centers

Illinois Vocational Curriculum Center
East Central Region, NNCCVTE

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State Of The Art Report

on

State Vocational and Technical Education Curriculum Centers

May, 1988

Produced by the Illinois Vocational Curriculum Center in cooperation with the East Central Region of the National Network for Curriculum Coordination in Vocational and Technical Education.

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Introduction

In the fall of 1987 a group of vocational and technical education curriculum center directors and staff met in Richmond, Va. The meeting was sponsored by the East Central Region of the National Network for Curriculum Coordination in Vocational and Technical Education (NNCCVTE), and hosted by the Virginia Vocational Curriculum Center. This meeting was designed to meet a need for personnel development among curriculum center staffs in regard to center operation. A result of that meeting was the recommendation to develop a document which described the quantity and quality of services and activities being pursued by state level vocational and technical education curriculum centers.

This document is the result of a two-part survey designed to gather information on state curriculum centers. It is intended to be used as a resource for federal and state departments of education, which provide funding for curriculum centers, and for the managers of curriculum centers. Findings also can be helpful for the National Network and the Vocational Instructional Materials affiliate of the American Vocational Association.

Grateful appreciation is expressed to Dr. Ruth Patton and Marianne Lawrence for development of this report and to the many State Liaison Representatives and Curriculum Center staff who participated in the survey. Copies have been disseminated to all participating curriculum centers and to the federal and state departments of education..

Rebecca Douglass
Director
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Executive Summary

The "State Of The Art Report on State Vocational and Technical Education Curriculum Centers" was developed by the East Central Region of the National Network for Curriculum Coordination in Vocational and Technical Education (NNCCVTE), founded in 1971, and the Illinois Vocational Curriculum Center, established in 1981.

In the fall of 1987 a meeting sponsored by the East Central Region was held to focus on curriculum center operations. Attending the meeting were the region's State Liaison Representatives and directors and staff of the region's curriculum centers. This report responds to the need for information on state vocational curriculum centers, which emerged during the conference.

The report contains data taken from two surveys -- one completed by curriculum center directors and one by the NNCCVTE representative in each state. Findings contained in the report can be summarized as follows:

- The majority of vocational curriculum centers serve the vocational subject areas considered traditional, i.e., agriculture, business and distributive education, health, home economics, coop, industrial arts plus areas of concern such as special needs, sex equity, guidance and bilingual.

- Resource information is available from all of the curriculum centers because of the number of resource titles (eight centers have more than 11,000 titles); dissemination of curriculum materials (listed as the most important function); and the sale of resources (25 centers are involved in sales).

- Services are provided by the centers even though the number of employees range from two to 102, budget figures are from $12,000 to $655,000, and square footage for the centers ranges from under 99 square feet to 20,000 -- 20,999 square feet.

The number of participants in the survey indicates that there is a concern for making curriculum resources available to the vocational education community. This is based on the number of centers responding to the survey, their basic operation and their purpose. The State Liaison Representatives and each regional center of the NNCCVTE have major responsibilities that contribute to the success of the state curriculum centers. These cooperative endeavors by the curriculum network contribute to the quality of vocational education.

Survey Explanation

The National Network for Curriculum Coordination in Vocational and Technical Education (NNCCVTE) is made up of six geographic regions, six corresponding Curriculum Coordination Centers (CCCs), and a State Liaison Representative (SLR) in each state. The SLRs, most of whom have a working relationship with their state curriculum centers, were surveyed as were the centers' director.

Two color-coded survey instruments were used. The 11-item blue questionnaire was mailed to the SLRs -- one in each of the 50 states, the District of Columbia and the six Outlying Areas. A 10-item green questionnaire was mailed to 68 directors of state vocational education curriculum centers.

The initial mailing of the questionnaires to the SLRs and directors of state vocational curriculum centers occurred during October, 1987. This mailing was followed up a month later with another letter or phone call.

Of the 57 questionnaires mailed to SLRs, 36 or 72% responded. One instrument was incomplete, therefore only 35 responses are used for reporting some survey items.

Forty-one center directors (60%) responded to the survey. In nine states the SLR and center director were the same person and completed both questionnaires. When responses of SLRs and directors were compared, four of the nine responses were used because the individuals assumed the proper role when completing the instrument.

In addition, nine SLRs reported that their state does not have a state vocational curriculum center. Two states have centers that, according to either the center director or SLR, are not considered a state curriculum center. Therefore those responses were not used.

Both SLR and center director responses were used to report information on center functions and budget/funding. The directors' responses were used to report the categories of vocational or subject matter areas served by the center, number of resources, center sales, square footage and public relations activities. Only SLR responses were used for information pertaining to the SLR's relationship with the state curriculum center.

Vocational and Subject Areas

The directors of the state curriculum centers were asked to identify the vocational or subject matter areas served by their center. The item on the instrument provided the director a category to check "all" or any of the individual areas listed below:

Agriculture	Home Economics	Industrial Arts	Bilingual
Business/DE	Guidance	Sex Equity	Indian
Health	Coop	Special Needs	Other, please explain

Of the 41 responses, 18 or 44% of the centers provide services in all of the categories. From the data in Table 1, 37 or 90% of the centers serve the areas of agriculture and business/distributive education. The areas of health, home economics and special neec are served by 36 or 88% of the centers. Thirty-four or 83% of the centers serve the areas of cooperative education, industrial arts and sex equity. For the area of guidance, 33 or 80% of the centers provide services. Twenty-four or 59% of the 41 centers provide services in the bilingual areas. Twenty or 49% of the centers serve the Indian population and one center provides services in the areas of basic skills, adult education, employability skills, public safety or correspondence studies. Four (17%) of the 41 centers serve the trade and industrial subject area.

Table 1
Vocational/Subject Areas Served By Centers

Subject Area	No. of Centers	% of Centers
All	18	44%
Ag	37	90%
Bus/DE	37	90%
Health	36	88%
Home Ec	36	88%
Sp. Needs	36	88%
Coop	34	83%
Ind. Arts	34	83%
Sex Equity	34	83%
Guidance	33	80%
Bilingual	24	59%
Indian	20	49%
Other	1	2%
T & I	4	10%

The information in Table 2 on the next page identifies both the number of centers and the vocational subject areas served by each center. In addition to the 17 centers serving the 11 vocational subject areas identified on the instrument, one center serves the 11 areas plus the adult education area and employability skills. Two centers deal with home economics only and one handles only agriculture.

Table 2
Vocational and Subject Areas Served by Individual State Curriculum Centers

No. of Ctrs.	Ag	Bus. DE	Hlth.	HE	Sp. Nds.	Coop	Ind. Arts	Sex Equity	Guid.	Bil.	Ind.	Other					
												T & I	Basic Skills	Adult Ed	Empl. Skills	Pub Safe.	Corr. Stu.
1	+	+	+	+	+	+	+	+	+	+	+			+	+		
17	+	+	+	+	+	+	+	+	+	+	+						
1	+	+	+	+	+	+	+	+	+	+	o		+				
2	+	+	+	+	+	+	+	+	+	+	o						
2	+	+	+	+	+	+	+	+	+	o	o	+					
4	+	+	+	+	+	+	+	+	+	o	o						
1	+	+	+	o	+	+	+	+	+	+	+						
1	+	+	+	+	+	+	+	+	+	o	+						
1	+	+	+	+	o	+	+	+	+	o	o						
1	+	+	+	+	+	+	+	o	+	o	o						
1	+	+	+	+	+	o	+	+	o	+	o						
1	+	+	+	+	+	o	+	+	o	o	o	+					
1	+	+	+	+	+	o	o	+	+	+	o					+	
1	o	+	+	o	+	+	+	o	o	o	o						+
1	+	o	o	o	o	+	o	o	o	o	o	+					
1	o	+	o	o	+	o	o	o	+	o	o						
2	o	o	o	+	o	o	o	o	o	o	o						
1	+	o	o	o	o	o	o	o	o	o	o						

+ = Centers with resources in the subject area
o = Centers with no resources in subject areas

Number of Resource Titles

One item on the center director's questionnaire requested the approximate number of document, periodical and AV titles in their center's collection.

Of the 41 responses, five did not complete the item and four indicated resources were not housed at their location.

Table 3 contains the data regarding the total number of document titles. Five centers fell into the 5000 - 5999 range for total documents. Three centers had between 0 and 49 and one center had 60,000 documents. The data for one center were not accurate for reporting the individual title categories compared to total titles. The inaccuracy is indicated in the three tables by an asterisk (*).

Table 3
Total Document Titles

Range	No. of Centers
0-49	3*
50-99	2
300-399	2
400-499	2
600-699	1
800-899	1
1000-1999	2
2000-2999	2
3000-3999	3
4000-4999	1
5000-5999	5
6000-6999	1
10,000-10,999	2
15,000-15,999	1
16,000-16,999	1
19,000	1
25,000	1
60,000	1

For the total periodicals title, Table 4 shows that the majority of centers, 26, had between 0 and 49 periodicals.

Table 4
Total Periodical Titles

Range	Number of Centers
0-49	26*
50-99	3
100-199	1
200-299	1
600-699	1

Table 5 contains information for total AV titles. Most centers, nine, had between 0 and 49 AV resources. Three centers had between 1000 - 1499 and one center had 4500.

Table 5
Total AV Titles

Range	Number of Centers
0-49	9
50-99	4
100-199	3
200-299	1
300-399	2
400-499	1
500-599	4
800-899	1
1000-1499	3
1500-1999	1
2000-2499	1
2500-2999	1
4500	1

The total number of resource titles are shown in Table 6. Eight center directors indicated their center had more than 11,000 titles and one of those centers had more than 62,000.

Table 6
Total Resource Titles

Range	No. of Centers
1-50	1
51-100	1
101-150	1
151-200	1
301-350	2
551-600	1
651-700	1
751-800	1
801-850	1
1501-2000	1
2001-2500	1
3001-3500	2
3501-4000	2
4001-4500	2
5001-5500	1
5501-6000	1
6001-6500	2
6501-6500	2
11,001-12,000	2
17,000-18,000	1
19,001-20,000	2
24,001-25,000	1*
25,001-26,000	1
62,001-63,000	1

Functions

SLRs and directors of the state curriculum centers were asked to prioritize the functions of their state curriculum centers. Responses were received from 42 state center directors and 36 SLRs. From these two sets of responses, 30 were used to compare center functions.

First Priority

Within the first priority of the center's functions, 14 center directors (N = 42) rated **dissemination of curriculum materials** as the number one priority, followed by **printing or duplicating curriculum materials** (10) and **development of text and AV**, (8).

The SLRs (N = 36) prioritized the functions within the first priority the same as the center directors, i.e., **dissemination of curriculum material** (20), followed by **printing or duplicating curriculum materials** (8), then **development of curriculum materials** (6).

The comparison of the top functions of the state centers by center directors (N = 30) and SLRs (N = 30) reveals that both groups considered **dissemination of curriculum materials** the most important function (Directors--9, SLRs--20), then **printing or duplicating curriculum materials** (Directors--7,SLRs--7). However, within the top priority directors (6) considered **development of text and AV** as third whereas SLRs(6) considered **conduct of computer database searches** as third.

Second Priority

According to the 42 state center directors' responses **dissemination of curriculum materials** was again considered the second most important function (17). Within the second priority category, directors identified **inservice on center services and topics other than curriculum use** as next important (13) followed by **printing or duplicating curriculum materials** (10).

Within the second priority function of the centers, the SLRs (N = 36) considered **workshops on curriculum materials use and curriculum development techniques** as the most important (10), followed by **dissemination of curriculum materials** (7), and the **printing of duplicating curriculum materials** (5).

Comparison of responses from the state center directors (N = 30) and the SLRs (N = 30) reveals some differences. The directors identified **dissemination of curriculum materials** (13) and SLRs identified **workshops on curriculum materials use and curriculum development techniques** (9) as the second priority of center functions. Within the second priority category, directors identified **inservice on center services and topics other than curriculum use** (9) and SLRs identified **dissemination of curriculm materials** (6) as next in priority. Both directors (8) and SLRs (5) agreed that **printing or duplicating curriculum materials** was third in importance within the second priority category.

Third Priority

The 42 center directors' responses indicate that **workshops on curriculum materials use and curriculum development techniques** (15) was the third most important function followed by **conduct of computer database searches** (7), then **editing of curriculum materials developed by another source** (4) and **printing or duplicating curriculum materials** (4).

The 36 SLRs consider **printing or duplicating curriculum materials** (7) as the third most important function. This was followed by **workshops on curriculum materials use and curriculum development techniques** (5), then **sale of curriculum materials** (4).

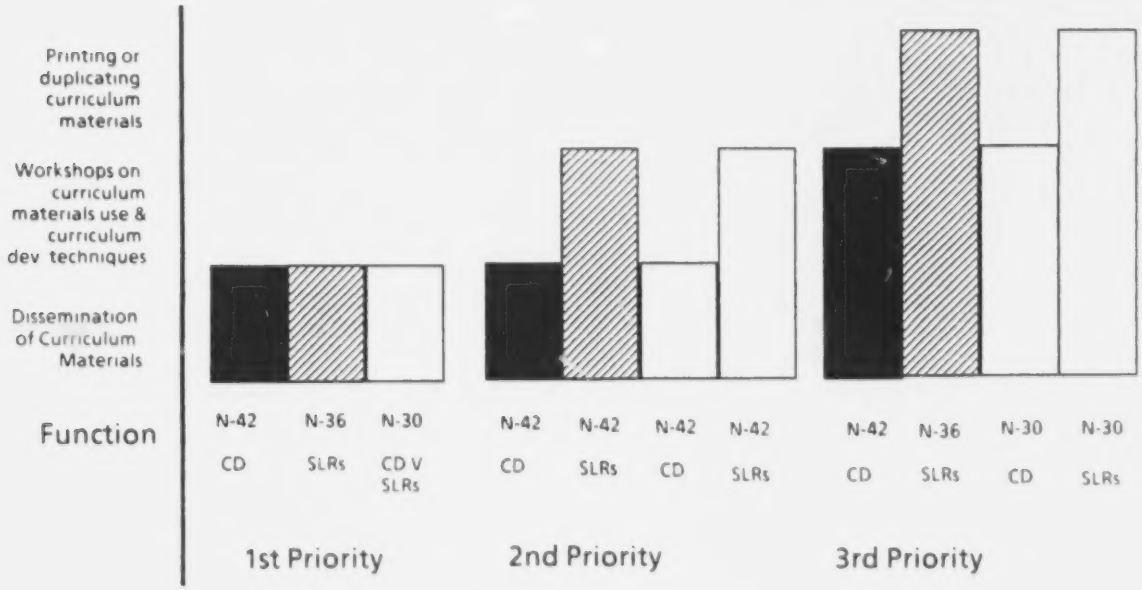
A comparison of responses submitted by 30 directors and 30 SLRs reveals lack of agreement on the third most important function of the state centers.

The data contained in the graph below indicate complete agreement by the three categories of respondents (center directors, SLRs, and center directors and SLRs) on the top priority of state vocational curriculum centers function which is **dissemination of curriculum materials**.

However, the function identified as second priority differs. The center directors as a group identified the **dissemination of curriculum materials** as both the first and second priority function. The SLRs identified **workshops on curriculum materials use and curriculum development techniques** as the second most important center function. When comparing the responses from center directors and SLRs the same finding existed, i.e., directors identified **dissemination of curriculum materials** and the SLRs identified **workshops on curriculum materials use and curriculum development techniques**.

The function **workshops on curriculum materials use and curriculum development techniques**, though identified as the second most important center function by SLRs was the third function identified by center directors. The SLRs identified **printing or duplicating curriculum materials** as the third function. When comparing the responses of center directors to those of SLRs, the directors identified **workshop on curriculum materials use and curriculum development techniques** as the third priority and the SLRs priority, **printing or duplicating curriculum materials**, remained the same.

Summary of Center Functions Prioritization: First, Second and Third Priority Functions



Limitations

Responses on some returns indicated individuals considered some functions to have equal importance instead of making the distinction that each function had a different value of importance. The directors also commented that function importance differed throughout the year, i.e., the deadlines and projects had a cyclic nature.

Conclusion: The most important function of the state curriculum centers is the **dissemination of curriculum materials**.

Observation: Dissemination implies the sharing of curriculum materials. If the dissemination of curriculum materials is the high priority function of state curriculum centers as indicated by responses from both center directors and SLRs, then the potential exists for increased sharing of curriculum resources throughout the ECN region and the NNCCVTE.

Sales

Data from the survey indicate that 25 state curriculum centers are involved in some type of sales of curriculum materials. The survey instrument provided the categories of curriculum documents, AV curriculum documents, software, documents other than curriculum, searches, bibliographies, special curriculum packages and other, requesting an explanation.

The table below shows that all centers involved in sales sell curriculum documents. The table contains data identifying the number of centers that handle sales in each of the categories and also the different categories of sales handled by each center.

Table 7
Resources Sold by State Curriculum Centers

# of Centers	Curr. Doc.	AV Curr. Doc.	Software	Doc. other than curr.	Searches	Bibs	Spec. Curr. Pkgs.	Other
3	x	o	o	o	o	o	o	
3	x	x	o	o	o	o	o	
3	x	x	x	o	o	o	o	
3	x	o	o	x	o	o	o	
1	x	o	o	o	x	o	o	
1	x	o	o	o	o	x	o	
2	x	x	o	x	o	o	o	
1	x	x	x	o	o	o	x	
1	x	x	x	o	o	o	o	Corr. Studies
1	x	o	o	x	x	o	o	
1	x	o	o	x	x	x	x	
2	x	x	o	o	o	o	x	
2	x	o	o	x	o	o	x	
1	x	x	x	x	o	o	x	
25	25	13	6	10	3	2	7	1

x = Centers involved in sales of a particular resource
o = Centers not involved in sales of a particular resource

Staff

The directors of state curriculum centers were asked to identify the number of staff members and their respective title. Of the 45 responses received representing curriculum centers, two centers were not considered a state center and two are not reflected in the staffing due to insufficient data. The 41 responses used represent 41 centers and 36 states.

Size

The number of staff for a center's operation ranged from one to 102. The average (mean) number of staff for a center's operation is 14. However data indicate five centers each had two staff members; three centers each had five staff; three centers each had six staff; three centers each had eight; and three centers each had 10 staff. Of the 41 centers represented in the data 10 centers had from one to eight members on their staff and 10 centers had from 10 to 102 staff members.

The staff size indicates the number of people employed at the center and not all are FTE. Fulltime and parttime staff as well as student workers are represented in the count.

The center directors were asked to identify and rate the functions of their center. Their responses show that certain variables can affect staff size and titles. The function ratings reveal the center's primary purpose and create the variables for staff size and titles. For example some centers perform just the dissemination of resources while others develop, print and disseminate the resource. Staff is mostly determined by the functions.

STAFF POSITIONS

Administration

Each of the 41 centers participating in the survey have a top administrator. Thirty-eight centers identify that administrator as director; one center named co-directors; one center named a coordinator; and one center a project coordinator.

There are 15 assistant directors serving 12 centers. One of the 12 centers has two assistant directors, one has three assistant directors and one center has a person serving as assistant to the director.

Specialists

The specialists are identified by the following areas: curriculum, information, computer and communication. Positions such as graphics illustrators, media staff, and printers were listed under Communication Specialist.

Eighteen of the 41 centers employ curriculum specialists. One of the 18 centers has 19 curriculum specialists. Further analysis of the data show that two centers each have 7; one center has six; one center has five; two centers have four; three centers each have three; six centers employ two; and two centers each employ one.

Table 8
Specialists Employed At Centers

Type of Specialist	Number Employed	Number of Centers	Number of States
Curriculum	75	18	14
Information	24	16	15
Computer	9	7	6
Communication	68	11	9

Of the 16 centers reporting employment of information specialist for their operation eight centers each have one information specialist; four centers each have two; and two centers each have 3.

Seven centers have computer specialists on their staff -- two of the centers each employ two and the remaining five centers each employ one.

Of the 68 communication specialists employed in 10 different centers, two centers each employ 14; one center employs 12; one center employs 11 and two centers each employ six. The remaining five centers each employ one. Communication specialists include the following job titles: graphic illustrator, media technician, printer, and binder, etc.

Secretarial

The secretarial category includes secretary, accounting secretary, clerk typist and input operator (word processor).

Table 9
Secretarial Positions

Position	Number of People	Number of Centers	Number of States
Secretary	55	29	26
Accounting Secretary	20	14	11
Clerk Typist	31	11	10
Input Operator	16	9	8

Of the 29 centers representing the employing of 55 secretaries, one center employs nine secretaries; two centers each have 3; four centers each have 2 and the remaining 18 centers have one secretary each.

One center has five accounting secretaries on their staff; two centers each had two; and the remaining 11 centers each have one.

Regarding the clerk typist positions, one center has 15; one center has four; three centers each have two; and for the remaining six centers each has one.

One center has five input operators on their staff; three centers each have two; and five centers each have one.

Researcher, Searcher, and Editor/Writer

The following table shows the number of people employed in the positions of researcher, searcher, and editor/writer.

Table 10
Researcher, Searcher, Editor/Writer Positions

Position	Number of People	Number of Centers	Number of States
Researcher	22	8	7
Searcher	9	3	3
Editor/Writer	38	13	12

One center has 14 researchers on its staff; two centers each had two; four centers each have one. However, one of the four one-person positions is a .25 FTE.

Two centers each have a half time position for searcher and one center employs seven searchers.

The breakdown of editor/writer positions per center is: one center has 15; one center has six; three centers have three; and the remaining eight centers each had one.

Clerks

Two positions, mail and dissemination, are included in the clerk category.

According to the data, the six mail clerks, of which one is half time, are employed in six centers in 6 states.

The dissemination clerk includes two employed at one center and five other centers each employ one dissemination clerk.

Coordinator

Two centers each have a testing coordinator; one center employs an inservice coordinator; and the remaining two centers each have a coordinator. One center employs a fulltime sex equity coordinator and one has a .25 FTE sex equity coordinator on staff.

Librarian

Of the eight librarian positions, two centers each have two, and four centers each have one.

Students

The student staff category includes graduate assistants, interns and students. Of the 85 students employed, two centers each have 10; one center has seven; four centers each have six; three centers each have four; two centers each have three; six centers each have two (one is 1.5 FTE); and four centers each have one. Within the group of centers having three student workers, one of the centers uses three students for one FTE.

Other

Other staff positions include two maintenance/custodial personnel at one center; nine consultants at one center; four primers at one center; five warehousing/customer service positions at one center; two media specialist at one center; and an office manager and assistant office manager at one center.

Limitations

The responses did not indicate responsibilities according to staff title. Therefore, discrepancies exist in the categorization of positions existing at the state curriculum centers.

Average Center

Using the number of centers represented by the responses and the staff positions at each center, an average center was determined. Since all responses indicated a directorship, the average center would have a center director. Based on the data, the staff at the average center would consist of the positions illustrated in Table 11 on the next page. The data in the number of centers column represents the number of centers using that staff position.

Table 11
Staff Positions

Staff Positions	Staff Positions of Average Center ---- Number of Centers N = 41	Average Number of Employees Per Position for Average Center ---- No. of Employees
Director	41	1
Secretary	29	2
Student Worker	22	3.75
Curriculum Specialist	18	4
Information Specialist	16	1.5
Accounting Secretary	14	1.5
Assistant Director	13	1
Editor/Writer	13	3
Clerk Typist	11	1.5
Communication Specialist	11	7
Input Operator/Word Processor	9	1.75
Researcher	7	3
Computer Specialist	7	1.5
Librarian	6	1.5

Organizational Patterns

Data from centers with the same number of positions were used to identify organizational patterns of the centers. Tables on the following pages show the number of positions (N) found in a center or group of centers (C) and lists the titles used for those positions. There were two centers that had only one position. This simple formation is listed in Table 12. Table 13 shows that five centers have only two positions. All five centers use the title of director; two use a secretary in the second position; and the other three fill the second position with either information specialist, student worker or clerk typist.

Organizational Patterns

N = Number of positions **C = Number of Centers**

Table 12

Title	N = 1 C = 2	
	C1	C2
Director	•	•

Table 13

Titles	N = 2 C = 5				
	C1	C2	C3	C4	C5
Director	•	•	•	•	•
Secretary			•		•
Information Specialist	•				
Student Worker		•			
Clerk Typist				•	

Two of the five centers with three positions use the organizational pattern of director, secretary, and student worker as shown in Table 14.

Table 14

Titles	N = 3 C = 5				
	C1	C2	C3	C4	C5
Director	●	●	●	●	●
Secretary		●	●	●	
Assistant Director	●			●	
Student Worker	●	●	●		●
Other					●

Of the five centers using four positions, as documented in Table 15, only two positions are the same. Those are the positions of director and secretary.

Table 15

Titles	N = 4 C = 5				
	C1	C2	C3	C4	C5
Director	●	●	●	●	●
Secretary	●	●	●	●	●
Communication Specialist	●		●		
Information Specialist		●		●	
Student Worker		●			
Curriculum Specialist	●				
Dissemination Clerk			●		
Librarian				●	
Accounting Secretary					●
Clerk Typist					●

Table 16

Titles	N = 5 C = 4			
	C1	C2	C3	C4
Director	●	●	●	●
Secretary	●		●	●
Assistant Director	●	●		
Librarian		●	●	
Student		●		●
Curriculum Specialist	●			●
Information Specialist	●	●		
Mail Clerk			●	
Coordinator			●	
Accounting Secretary				●

The information contained in Table 16 shows that the four centers with a staff of five have the same title of director only.

Table 17

Titles	N = 6 C = 4			
	C1	C2	C3	C4
Director	●	●	●	●
Secretary	●		●	●
Curriculum Specialist	●		●	●
Assistant Director	●	●		
Information Specialist	●	●		
Editor/Writer			●	●
Input Operator			●	●
Coordinator			●	●
Student Worker	●	●		
Searcher		●		
Communication Specialist		●		

According to the information in Table 17, these four centers use the title of director; three of the four centers use the title of secretary and curriculum specialist; and the remaining staff titles vary in the four centers.

Again, director is the title used for the five centers with seven positions. As seen in Table 18, three of the centers have a secretary and three have a curriculum specialist.

Table 18

Titles	N = 7 C = 5				
	C1	C2	C3	C4	C5
Director	●	●	●	●	●
Secretary	●	●		●	●
Curriculum Specialist	●	●	●		●
Editor/Writer	●		●	●	●
Communication Specialist		●	●		●
Student Worker	●	●	●		
Information Specialist	●	●			
Accounting Secretary			●	●	
Clerk Typist		●			●
Computer Specialist	●				
Input Operator			●		
Sex Equity Consultant				●	
Dissemination Clerk				●	
Researcher				●	●

Table 19

Titles	N = 8 C = 2	
	C1	C2
Director	●	●
Curriculum Specialist	●	●
Editor/Writer	●	●
Accounting Secretary	●	●
Secretary	●	
Coordinator	●	
Communication Specialist	●	
Maintenance/Custodial	●	
Researcher		●
Clerk Typist		●
Student		●
Other		●

In the two centers with eight positions, the common titles are director, curriculum specialist, editor/writer, and accounting secretary.

Table 20

Titles	N = 9 C = 1
	C1
Director	●
Curriculum Specialist	●
Secretary	●
Accounting Secretary	●
Clerk Typist	●
Student Worker	●
Information Specialist	●
Librarian	●
Dissemination Clerk	●

No comparison. Table 20 was made for organizational staff titles for a center with seven positions.

The two centers with 10 positions use the same titles for six positions. Those six, identified in Table 21, are director, curriculum specialist, secretary, accounting secretary, student worker and input operator.

Table 21

Titles	N = 10 C = 2	
	C1	C2
Director	•	•
Curriculum Specialist	•	•
Secretary	•	•
Accounting Secretary	•	•
Student Worker	•	•
Input Operator	•	•
Information Specialist	•	
Clerk Typist	•	
Mail Clerk	•	
Consultants	•	
Assistant Director		•
Computer Specialist		•
Communication Specialist		•
Other		•

With the increase of positions from 10 to 11, the common titles increase from six to seven. The common title added, as reported in Table 22, is assistant director.

Table 22

Titles	N = 11 C = 2	
	C1	C2
Director	•	•
Assistant Director	•	•
Secretary	•	•
Information Specialist	•	•
Editor/Writer	•	•
Input Operator	•	•
Student Worker	•	•
Researcher	•	
Computer Specialist	•	
Clerk Typist	•	
Librarian	•	
Accounting Secretary		•
Mail Clerk		•
Dissemination Clerk		•
Other		•

Table 23

Titles	N = 12 C = 2	
	C1	C2
Director	•	•
Secretary		•
Researcher	•	•
Searcher	•	
Computer Specialist	•	•
Accounting Secretary	•	•
Clerk Typist	•	
Input Operator	•	
Mail Clerk	•	
Sex Equity Consultant	•	
Student Worker	•	•
Coordinator	•	
Communication Specialist	•	•
Curriculum Specialist		•
Information Specialist		•
Editor/Writer		•
Librarian		•
Dissemination Clerk		•

The information in Table 23 shows that the two centers that had 12 positions, had the common titles of director, researcher, computer specialist, accounting secretary, student worker and communication specialist.

No comparison of titles was made for centers with positions totaling 13 and 15. However, the titles used for the centers are reported in Table 24 and 25.

Table 24

Titles	N = 13 C = 1
	C1
Director	•
Assistant Director	•
Curriculum Specialist	•
Information Specialist	•
Researcher	•
Editor/Writer	•
Computer Specialist	•
Secretary	•
Accounting Secretary	•
Clerk Typist	•
Mail Clerk	•
Dissemination Clerk	•
Other	•

Table 25

Titles	N = 15 C = 1
	C1
Director	•
Assistant Director	•
Curriculum Specialist	•
Information Specialist	•
Researcher	•
Editor/Writer	•
Computer Specialist	•
Secretary	•
Accounting Secretary	•
Clerk Typist	•
Mail Clerk	•
Communication Specialist	•
Searcher	•
Input Operator	•
Student	•

Summary of Organizational Patterns

All centers have a leader with a title meaning director. The next common title existing is secretary, however, curriculum specialist is a close second as illustrated in centers with different positions of 6, 7 and 8.

Librarians are found in centers with 5, 9, 11 and 12 different titles.

As different titles are added, the specialist position becomes important. The most popular specialist is information (11); then curriculum (10); followed by communication (8); then computer specialist (6).

The centers with 13 and 14 different titles used the same titles for 11 of the positions.

Students are an integral part of staffing. However, in the center with 13 different titles, the student was not identified as a staff title.

Different Staff Positions and Number of Employees

The data were analyzed by looking at the number of employers and the number of different titles. Of interest is the number of employers in the centers with 13 and 15 different titles. Curriculum and communication specialists have more positions in the center with 15 different titles. The clerk typist and positions in printing constitute the largest numbers in the center with 13 different titles.

Table 26

# Staff Titles	1	2	3	4	5	6	7	8	9	10	11	12	13	15
# Employees	1	2	3	4	5	8	10	20	18	22	13	14	54	102
	1	2	4	5	6	9	11	23		37	25	32		
		2	5	8	6	10	13							
		2	6	10	7	11	16							
		2	8	20			17							

Square Footage

The square footage for 33 centers ranged from less than 99 square feet to 20,000 square feet. Eight of the 41 responses did not contain information on square footage.

The data in Table 27 show that four centers had between 2,000-2,499 square feet and four centers between 6,000-6,499 square feet. The average square footage for a center was 6,120.

Table 27

Sq. Footage	Center
Under 99	1
200-299	1
300-399	2
400-499	1
900-999	1
1,000-1,499	3
1,500-1,999	1
2,000-2,499	4
2,500-2,999	1
3,000-3,499	1
3,500-3,999	1
5,000-5,499	1
5,500-5,999	1
6,000-6,499	4
7,000-7,499	1
9,500-9,999	1
10,0000-10,999	1
13,000-13,999	1
14,000-14,999	1
15,000-15,999	2
17,000-17,999	1
19,000-19,999	1
20,000-20,999	1

Budgetary Aspects

The questionnaire contained two budgetary categories to obtain information about funding -- funding source percentages and level of FY88 funding. Both the State Liaison Representatives (SLRs) and center directors were asked to submit information for the two categories.

For the funding source percentages, the SLR questionnaire asked: **Please indicate percentage of funding provided from: Carl D. Perkins Act, state vocational funds, sales, other, please explain.** The center director's query said: **Percentage of budget by source: Carl D. Perkins Act, state vocational funds, sales, other, please explain.**

The category to determine level of FY88 funding was also stated differently for each questionnaire. The SLRs' read **Please describe by category the level of FY88 funding for the curriculum center(s).** The SLRs had the option of selecting from 15 categories of monetary ranges. The director's category ask for the **FY88 approximate budget** figure.

The three tables on the following pages use this information to present a funding picture for state curriculum centers. The information in Table 28 contains both the SLRs and center directors responses, which represents 27 state curriculum centers. Of the 27 state centers 10 or 37% receive 100% of their funds from the Carl Perkins Act. One center is receiving only 8% from the Perkins Act. No other source was identified by both groups as supplying 100% funding for the curriculum centers. Sixteen SLRs and center directors were in agreement with the funding source .

Table 29 contains data representing 13 centers in which only center directors responded to funding source percentages. From this data three directors report that their center is totally funded by monies available through the Carl D. Perkins Act. One state curriculum center receives its money from state vocational funds and one center relies 100% on sales.

Data for the other category -- level of FY88 funding -- is contained in Table 30. Discrepencies exist in the amount for funding as identified by the center directors when compared to the monetary range identified by SLRs. Of the 30 responses by both center directors and SLRs, 16 center directors and SLRs reported similar budget figures. An extreme difference existed in several situations -- an example was the center director reporting $5,000,000 and the SLR $1,600,000.

Funding amounts for state curriculum centers, according to the data, range from a low of $12,000 to a high of $5,000,000. Four state curriculum center directors report funding exceeding $1,000,000. Eight center directors receive funding under $100,000.

Table 28
Funding Source Percentages for State Curriculum Centers (N = 27)
According to SLRs and Center Directors

Perkins Act		State Voc Funds		Sales		Other	
Directors	SLRs	Directors	SLRs	Directors	SLRs	Directors	SLRs
100%	100%						
40%	40%	60%	60%				
	100%	45%				55% State Ag	
	1%	100%					
49%	50%	49%	50%	2%			
100%	100%						
100%	100%						
34%	1%			66%			
100%	100%						
100%	100%						
	100%	92%		8%			
8%	8%	85%	85%			7% University	7% University
59%	41%	41%	59%				
100%	100%						
50%	50%					50% University	50% University
100%	100%						
50%	50%	50%	50%				
45%	50%			55%	50%		
20%	50%			75%	50%	5% Cont./Gr	
33%	50%			65%	50%	2% Cont./Gr	
50%	50%			50%	25%		25% MAVCC
100%	100%						
100%	100%						
60%	60%	37%	37%	3%	3%		
50%	50%	50%	50%				
100%	100%						
75%	80%	25%	20%				

Table 29
Funding Source Percentages for State Curriculum Centers (N = 13)
According to Additional Center Director Responses

Directors	Perkins Act	State Voc Funds	Sales	Other
3	100%			
1	80%	20%		
1	50%		50%	
1	99%		1%	
1	50%		32%	18% University
1	4%	17%	78%	1% Investment
1		57%	43%	
1		80%	20%	
1		100%		
1			100%	
1			20%	80% JTPA

Table 30
Level of FY88 Funding for State Curriculum Centers

Funding Amount Director	Dollar Range SLR	Funding Amount Director	Dollar Range SLR
12,000	Under $50,000	238,000	226,000-250,000
15,000	Under $50,000	250,000	226,000-250,000
38,147	Under $50,000	254,000	251,000-300,000
45,000	Under $50,000	275,461	251,000-300,000
50,000	Under $50,000	290,000	251,000-300,000
65,000	Under $50,000	330,000*	
150,000	Under $50,000	350,000	326,000-350,000
60,000*		498,493	326,000-350,000
75,000	126,000-150,000	350,000	376,000-400,000
125,000	126,000-150,000	950,000	376,000-400,000
150,000	126,000-150,000		401,000*
170,000	151,000-175,000	500,000*	
174,000	176,000-200,000	500,000*	
190,000*		2,500,000	475,000
361,000	176,000-200,000	721,439	721,439
200,000	201,000-225,000	1,000,000	950,000
376,000	201,000-225,000	1,400,000	1,400,000
655,000	201,000-225,000	5,000,000	1,600,000
	226,000-250,000*		

* Only one response was available

Public Relations

State curriculum center directors were asked to indicate the type of promotional activities they pursued to further public relations. Forty-one center directors responded to the survey item.

Two directors indicated they had no promotional activities. Those reporting activities are represented in Table 31. The majority of the state curriculum centers, 12 or 31%, involved with public relations mainly used displays at conferences and brochures/fliers. However, 24 centers had displays and brochures/fliers plus other major public relations activities.

The most popular activity was the use of brochures/fliers (38 centers), followed closely by displays (37), then information packets (18).

Table 31
Public Relations Activities Conducted For Centers

# Ctrs.	Conf. Displ.	Broc. Fliers	Info Pkt.	Com-puter access	Video -tape	Slide-tape	Other							
							Cat-alogs	Bibs	News-letter	Pens pads etc	Presen-tations	Data-base	Ads	Misc
1		x												
12	x	x					3	1		1	1	1	1	1
4	x	x	x							2				
4	x	x		x				1		1				
2	x	x				x	1		1		1			1
1	x	x			x									
2	x	x	x	x										
5	x	x	x			x	1		1	1				2
1	x	x	x	x		x								
1	x		x	x										
1		x	x											
1	x	x		x	x				1		1			
1	x	x	x		x					1				1
1	x	x	x	x		x								
1	x	x	x	x	x				1					
1	x	x	x	x	x	x	1			1	1			
Tot.	37	38	18	12	5	10	6	2	4	7	4	1	1	5

The Role of the SLR

The SLRs were asked to identify the role they have with their state curriculum center(s), whether they serve as contract administrator for funding from the state department; as an adviser and advocate; as director of the center; or as a center staff member.

The responses identifying the SLR's role to the state curriculum center are contained in Table 32. Eight SLRs serve as contract administrator or monitor; seven are advisors/advocates; seven had dual roles of contract administrator and advisor; seven are directors of the centers; one is center director and contract administrator; and two SLRs are center staff members.

The following list contains other titles the SLRs have:

Coordinator (5)
Assistant for Instruction
Contact Person (4)
Consultant
Program Specialist
Co-administrator
Curriculum Supervisor (2)
Resource
Director, Program Services
Director of Planning, Research, Evaluation

Completing VECM (Vocational Education Curriculum Materials) forms is an important activity since it allows state resources to be entered into a database. Twenty-two SLRs (see Table 33) report that they assign responsibility for VECM form completion to the state curriculum center compared to eight SLRs who do not assign that responsibility.

The SLRs are the link for their state with the NNCCVTE and their NNCCVTE region. Data in Table 34 indicate that 27 SLRs assign housing for materials shared through the NNCCVTE to the state curriculum center. Only four SLRs indicated they do not have the responsibility of assigning the materials.

The six regional centers of NNCCVTE compile an annual impact report. The regional NNCCVTE center directors rely on the SLRs to provide information for the report. According to responses in Table 35, 26 SLRs coordinated the collection of data for the annual NNCCVTE regional centers' impact report. Five SLRs indicated they do not assume data collection coordination responsibilities.

VIM (Vocational Instructional Materials) is an organization in the New and Related Services Division of AVA (American Vocational Association). The VIM membership is reported in Table 36. Of the 34 SLRs responding to the VIM membership item in the questionnaire, only 38% or 13 SLRs are members. Nineteen SLRs or 56% are not members.

Table 32
SLR Relationship to the State Curriculum Center

A Contract Adm. or Monitor	B Advisor Advocate	A & B	C Center Director & SLR	A & C	D Center Staff Member
8	7	7	7	1	2

Table 33
Responsiblity Regarding VECM

	Yes	No	No Response
No. of SLRs	22	8	4

Table 34
Responsibility of Identifying Location For Materials

	Yes	No	No Response
No. of SLRs	27	4	3

Table 35
Coordinate Impact Data Collection

	Yes	No	No Response
No. of SLRs	26	5	3

Table 36
VIM Membership By SLRs

	Belong	Don't Belong	Doesn't Know	No Response
No. of SLRs	13	19	1	1

Profile of the State Curriculum Center

Data collected from participants in the national survey on state curriculum centers were used to establish a profile of a state curriculum center. This profile can be a valuable resource for states establishing or expanding their curriculum center.

The 6,120 square feet facility houses approximately 5,200 vocational education curriculum related resources. The resources represent up to 5,000 documents, from 0 - 49 periodicals and up to 199 AV resources. The resource collection enables the center staff to respond to requests in all traditional vocational subject areas including agriculture, business/distributive education, health, home economics, special needs, cooperative education, industrial arts, plus the vocational education concerns of sex equity and guidance. An expansion of resources would be in the areas of bilingual and Indian.

Sources for funding the state curriculum center include approximately 56% from the Carl D. Perkins funds and 44% from state funds. The average budget, $512,365, supports 14 staff positions. The staffing consists of director, assistant director, curriculum specialist, information specialist, researcher, editor/writer, computer specialist, secretary, accounting secretary, clerk typist, mail clerk, dissemination clerk, communication specialist and student worker. At least two of the positions are .75 FTE or less and student workers are part-time employees.

Budgeted monies are focused on the three major functions of the state center:

- Dissemination of curriculum materials
- Workshops on curriculum materials use and development techniques
- Printing or duplicating curriculum materials.

In addition, the staff anticipates selling curriculum documents and probably AV curriculum documents.

The state curriculum center is promoted through brochures and/or fliers, supplemented with a slide tape on the center and promotional items such as pens, cups and memo pads. Conference displays are the primary method used for furthering public relations and establishing and retaining contacts.

The SLR is very involved with the state center, serving as the contract administrator/monitor and as advisor/advocate. Assigning the responsibility of VECM form completion to the center staff assures accessibility via the database to resources from other states.

Another team effort by the SLR and center staff is the responsibility of materials housed at the state center. The SLR is responsible for coordinating the collection of data for the annual NNCCVTE Impact Report by documenting the value of state center and NNCCVTE efforts, which helps provide accessibility to vocational education curriculum-related resources.

Curriculum Center Abstracts

Forty-four abstracts appear in this section, even though that many were not used in the data to produce the research report.

Alabama

Name	**Vocational Curriculum Research, Evaluation Center**	
Director	James Kendrick	
Address	Division of Vocational Education Services Room 802 State Office Building Montgomery, AL 36130	
Phone	205/261-5225	
Major Functions	Development Dissemination Library Loan Computer Services	Printing Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs
Staff Positions	Director Secretary (3) Researcher Communication Specialist (.5)	Curriculum Specialist (2) Clerk Typist Editor/Writer
Square Footage	2,400	
Collection Size	1,685 documents, periodicals, audio visuals	
Budget Range	$126,000 - 150,000	
Use of PR	Displays	Information Packet

Arkansas

Name	**Media Implementation Center**	
Director	Bruce Simpson	
Address	7701 1/2 Scott Hamilton Dr. Little Rock, AR 72076	
Phone	501/371-1153	
Major Functions	Printing Dissemination	Sale of Materials Development
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Secretary Printers (2) Photographer/Lab Tech	Curriculum Specialist (2) Graphic Artists (2) TV/Audio Specialist
Square Footage	Not available	
Collection Size	Not available	
Budget Range	$176,000 - 200,000	
Use of PR	Displays Slide Tape	Brochures/Fliers

Arkansas

Name	**Arkansas Vocational Curriculum Dissemination Center**	
Director	Bobbie Biggs	
Address	Graduate Education Building University of Arkansas Fayetteville, AR 72701	
Phone	501/575-6606	
Major Functions	Dissemination Sales (in state only) Computer Services	Loan Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director	Secretary
Square Footage	Not available	
Collection Size	Not available	
Budget Range	$201,000 - 225,000	
Use of PR	Information not available	

Arizona

Name	**Arizona Center for Voc Ed**	
Director	Robert Kerwood	
Address	P.O. Box 6025 Northern Arizona University Flagstaff, AZ 86011	
Phone	602/523-5442	
Major Functions	Dissemination Workshops Library Loan (in state only)	Development and Printing Computer Searches
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Curriculum Specialist Secretary (3)	Assistant Director Information Specialist (2) Graduate Assistants (2)
Square Footage	17,532	
Collection Size	3,601 documents, periodicals, audio visuals	
Budget Range	Not available	
Use of PR	Displays	Brochures/Fliers

California

Name	**Vocational and Occupational Information Center for Educators (VOICE)**	
Director	Nona Verloo	
Address	Suite 385 560 J. St. Sacramento, CA 95814	
Phone	916/445-0101, 0102, 0103, 0104, 0105	
Major Functions	Dissemination Workshops Technical Assistance	Library Loan Computer Services
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Secretary (3)	Information Specialist (3) Student
Square Footage	1,500	
Collection Size	11,020 documents, periodicals, audio visuals	
Budget Range	$176,000 - 200,000	
Use of PR	Displays Information Packet	Brochures/Fliers Slide Tape

District of Columbia

Name	**Vocational Education Curriculum Department**	
Director	Sylvia W. Liggins	
Address	Miner Resource/Learning Center 601 15th St., N.E. Washington, D.C. 20002	
Phone	202/724-4207	
Major Functions	Development Dissemination Workshops	Printing Library Loan
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Curriculum Specialist (2) Secretary	Assistant Director Information Specialist
Square Footage	2,000	
Collection Size	No figures available	
Budget Range	$251,000 - 300,000	
Use of PR	Displays	Brochures/Fliers

Florida

Name	**Center for Instructional Development and Services**	
Director	David Redfield	
Address	2003 Apalachee Parkway Tallahassee, FL 32301-4829	
Phone	904/487-2054 800/428-1194 SUNCOM 277-2054	
Major Functions	Development Dissemination Library Loan	Computer Services Workshops
Subject Areas	Agriculture Business/DE Health Home Ec	Industrial Arts Sex Equity Special Needs Bilingual
Staff Positions	Director Curriculum Specialist (19) Researcher (14) Searcher (7) Secretary (9) Clerk Typist (4) Mail Clerk Communication Specialists (14)	Assistant Director (2) Information Specialist Editor/Writer (15) Computer Specialist (2) Accounting (5) Input Op./Word Processors (5) Student (3)
Square Footage	20,500	
Collection Size	6,550 documents, periodicals, audio visuals	
Budget Range	$1,501,000 - 2,000,000	
Use of PR	Displays Information Packet Videotape	Brochures/Fliers Slide Tape

Georgia

Name	**Instructional Materials and Services Center**
Director	Orien Hall
Address	State Board of Postsecondary Vocational Education 3417 Oakcliff Rd. Atlanta, GA 30340
Phone	404/451-1814
Major Functions	Dissemination Library Loan (in state only) Production of industry-specific training programs Production of public relations materials for State Board
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Coordinator Dissemination Clerk Secretary
Square Footage	9,880
Collection Size	2,310 documents
Budget Range	$476,000 - 500,000
Use of PR	None

Georgia

Name	**Vocational Education Materials Center (VEMC)**	
Director	Rhonda Hefner Packer	
Address	University of Georgia Green Street Athens, GA 30602	
Phone	404/542-4592	
Major Functions	Development Dissemination	Printing
Subject Areas	Postsecondary and secondary	
Staff Positions	9 fulltime	
Square Footage	Not available	
Collection Size	Not available	
Budget Range	$326,000 - 350,000	
Use of PR	Displays Catalog	Brochures/Fliers Workshops

Hawaii

Name	**Hawaii Vocational Curriculum Center**	
Director	Larry Zane	
Address	1776 University Ave., Wist 216 Honolulu, HI 96822	
Phone	808/948-7834	
Major Functions	Dissemination Library Loan Computer Services	Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Information Specialist Student	Assistant Director Librarian
Square Footage	200	
Collection Size	19,390 documents, periodicals, audio visuals	
Budget Range	Under $50,000	
Use of PR	Displays Information Packet	Brochures/Fliers Slide Tape

Iowa

Name	**Iowa Curriculum Assistance System**	
Director	John Van Ast	
Address	N008 Lagomarcino Hall Iowa State University Ames, IA 50011	
Phone	515/294-8919	
Major Functions	Dissemination Library Loan (in state only) Computer Services	Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop/MDC	Industrial Arts Sex Equity Special Needs Bilingual Indian Career Information System of Iowa
Staff Positions	Director Information Specialist (.5) Communication Spec. (.5)	Assistant Director Searcher (.5) Student (4)
Square Footage	Not available	
Collection Size	3,311 documents, audio visuals	
Budget Range	Not available	
Use of PR	Displays Information Packet	Brochures/Fliers Note Pads

Idaho

Name	**Idaho Vocational Curriculum Dissemination Center**	
Director	Kathy Ledington	
Address	University of Idaho Moscow, ID 83843	
Phone	208/885-6556	
Major Functions	Printing Dissemination Library Loan	Sales Inservice
Subject Areas	Agriculture Business/DE Health Home Ec Guidance	Industrial Arts Sex Equity Special Needs Bilingual Coop
Staff Positions	Director	Information Specialist/Secretary
Square Footage	300	
Collection Size	820 documents, audio visuals	
Budget Range	Under $50,000	
Use of PR	Displays	Brochures/Fliers

Illinois

Name	**Illinois Vocational Curriculum Center**	
Director	Rebecca Douglass	
Address	Sangamon State University, F-2 Springfield, IL 62794-9243	
Phone	217/786-6375 800/252-IVCC (Illinois only)	
Major Functions	Development Dissemination Library Loan Inservice	Printing Computer Services Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Researcher Computer Specialist Clerk Typist (1.5) Student (2) Librarian	Information Specialist Editor/Writer Secretary Input Operator (.5) ECN Coordinator
Square Footage	3,500	
Collection Size	26,000 documents, periodicals, audio visuals	
Budget Range	$251,000 - 300,000	
Use of PR	Displays Pencils, Bags, Nametags	Brochures/Fliers

Indiana

Name	Vocational Education Services	
Director	James Pershing	
Address	840 State Rd., 46 Bypass Room 100 Indiana University Bloomington, IN 47405	
Phone	812/335-6711 800/544-1469 (Indiana only)	
Major Functions	Development Dissemination Library Loan Computer Services	Printing Sales Workshops Inservice
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Basic Skills Research & Development
Staff	Director Information Specialist (3) Computer Specialist Mail Clerk	Curriculum Specialist (3) Editor/Writer Secretary (2) Student (4)
Square Footage	Not available	
Collection Size	11,327 documents, periodicals, audio visuals	
Budget Range	$251,000 - 300,000	
Use of PR	Displays Information Packet	Brochures/Fliers

Kansas

Name	**Kansas Vocational Curriculum Dissemination Center**	
Director	Hubert Reid	
Address	Pittsburg State University 1701 South Broadway Pittsburg, KS 66762	
Phone	316/231-7000, Ext. 4629	
Major Functions	Dissemination Printing Computer Services	Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance	Industrial Arts Sex Equity Special Needs Coop
Staff	Director Student (4)	Assistant Director
Square Footage	2,000	
Collection Size	Not available	
Budget Range	Under $50,000	
Use of PR	Displays Catalogs	Brochures/Fliers

Kentucky

Name	**Curriculum Development Center**	
Director	John Horton	
Address	2024 Capitol Plaza Tower Frankfort, KY 40601	
Phone	502/564-2890	
Major Functions	Development Dissemination Workshops	Printing Sales Computer Services
Subject Areas	Agriculture Business/DE Health Home Ec Guidance	Industrial Arts Sex Equity Special Needs Coop
Staff Positions	Director Editor/Writer Input Operator	Curriculum Specialist (7) Secretary Student Testing Coordinator
Square Footage	5,600	
Collection Size	4,070 documents, periodicals, audio visuals	
Budget Range	$900,000 - 1,000,000	
Use of PR	Displays	Brochures/Fliers

Louisiana

Name	**Vocational Curriculum Development and Research Center**	
Director	David Poston	
Address	P.O. Box 1159 Natchitoches, LA 71458-1159	
Phone	318/352-5348	
Major Functions	Development Dissemination Library Loan (in state only) Computer Services	Printing Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec	Industrial Arts Special Needs Guidance Coop
Staff Positions	Director Curriculum Specialist (4) Fiscal Officer Secretary Printing Graphic Designer Phototypesetter Printing Press Operator (4) Building, Grounds, and Equipment Maintenance Repairer Custodian	Curriculum Coordinator Publications Editor Accounting Clerk Printing Composition Supervisor Printing Composition Specialist Printing Press Operation Sup. Printing Finishing Specialist (2)
Square Footage	13,646	
Collection Size	176 documents, audio visuals	
Budget Range	$701,000 - 750,000	
Use of PR	Brochures/Fliers	Information Packet

Maine

Name	**Vocational Curriculum Resource Center of Maine**	
Director	Sue Donar	
Address	KVVTI P.O. Box 29, Outer Western Ave. Fairfield, ME 04937-0029	
Phone	207/453-9762 Ext. 170	
Major Functions	Dissemination Library Loan	Workshops Computer Services
Subject Areas	Agriculture Business/DE Health Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director	Secretary
Square Footage	50	
Collection Size	670 documents, periodicals, audio visuals	
Budget Range	$50,000 - 76,000	
Use of PR	Displays Inservice	Brochures/Fliers Calendars

Maryland

Name	**Maryland Vocational Curriculum Research & Development Center**	
Director	Joseph English	
Address	J.M. Patterson Building University of Maryland College Park, MD 20742	
Phone	301/454-2260	
Major Functions	Development Dissemination Library Loan Computer Services	Printing Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Curriculum Specialist Secretary Clerk Typist Dissemination clerk	Librarian Information Specialist Accounting Secretary Students Interns
Square Footage	6,000	
Collection Size	62,050 documents, periodicals, audio visuals	
Budget Range	$176,000 - 360,000	
Use of PR	Displays Brochures/Fliers Newsletters	Videotape Information Packet Invitational Conferences

Massachusetts

Name	**Massachusetts Vocational Curriculum Resource Center**	
Director	Carol Laughlin	
Address	758 Marrett Rd. Lexington, MA 02173	
Phone	617/863-1863	
Major Functions	Dissemination Library Loan	Workshops Computer Services
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Mail Clerk Library Assistant	Secretary Librarian Inservice Coordinator
Square Footage	1,480	
Collection Size	6,510 documents, periodicals, audio visuals	
Budget Range	$226,000 - 250,000	
Use of PR	Displays Information Packet Pencils with name/phone	Brochures/Fliers Slide Tape

Michigan

Name	**Michigan Vocational Education Resource Center**
Director	Gloria Kielbaso and Cas Heilman
Address	133 Erickson Hall Michigan State University East Lansing, MI 48824
Phone	517/353-4397 800/292-1606 (Michigan only)

Major Functions

Dissemination	Printing
Library Loan	Sales
Computer Services	Workshops
Electronic Mail	Online Documents
Sex Equity Project	Interagency Project

Subject Areas

Agriculture	Tech Ed
Business	Sex Equity
Health	Special Needs
Home Ec	Bilingual
Guidance	Indian
Coop	Marketing Education
Trades & Industry	Program Planning
Adult Education	Career Education
Employability Skills	Placement

Staff Positions

Directors (2 co)	Researcher (2.5)
Coordinator	Searcher (.5)
Computer Specialist	Accounting Secretary
Clerk Typist	Input Operator
Mail Clerk (.5)	Student (2)
Communication Specialist (.5)	Sex Equity Coordinator (.25)

Square Footage	Not available
Collection Size	6,000 documents, audio visuals
Budget Range	$326,000 - 350,000

Use of PR

Displays	Brochures/Fliers
Information Packet	Slide Tape
Videotape	Catalogs
Notepads	Pens

Minnesota

Name	**Minnesota Curriculum Services Center**
Director	Joseph Daley
Address	3554 White Bear Ave. White Bear Lake, MN 55110
Phone	612/770-3943 800/652-9024 (Minnesota only)
Major Functions	Development Dissemination Library Loan Computer Services Printing Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop Industrial Arts Sex Equity Special Needs Bilingual
Staff Positions	Director Information Specialist Mail Clerk Clerk Typist (2) Students (2) Curriculum Specialists (3) Secretary Accounting Secretary Input Operator Consultants (8 - 10)
Square Footage	14,000
Collection Size	17,600 documents, periodicals, audio visuals
Budget Range	$401,000 - 500,000
Use of PR	Displays Calendars Brochures/Fliers

Mississippi

Name	**Research and Curriculum Unit**	
Director	James F. Shill	
Address	Research & Curriculum Unit P.O. Drawer DX Mississippi State, MS 39762	
Phone	601/325-2510	
Major Functions	Development Dissemination Library Loan Computer Services	Printing Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Curriculum Specialist (5) Information Specialist (2) Secretary(2) Student (6) Librarian (2)	Researcher (2) Technical Writers (2) Computer Specialist Accounting Secretary Dissemination Clerk Communication Specialist (5.5)
Square Footage	10,600	
Collection Size	6,365 documents, periodicals, AV	
Budget Range	$1,000,000 - 1,500,000	
Use of PR	Displays Videotape Information Packet	Brochures/Fliers Newsletter

Missouri

Name	**Instructional Materials Lab (IML)**
Director	Harley Schlichting
Address	10 Industrial Education Building University of Missouri Columbia, MO 65211
Phone	314/882-2841
Major Functions	Development Dissemination Library Loan Printing Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop Industrial Arts Sex Equity Special Needs
Staff Positions	Director Editor/Writer (6) Secretary (2) Accounting Secretary Input Operator Printers (4) Assistant Director (3) Information Specialist (2) Mail Clerk Student (2) Dissemination Clerk (2)
Square Footage	6,000
Collection Size	4,150 documents, audio visuals
Budget Range	Over $401,000
Use of PR	Displays Information Packet Access by C omputers Brochures/Fliers Slide Tape

Nebraska

Name	**Nebraska Vocational Curriculum Resource Center**	
Director	Nadine Fahrlander	
Address	Kearney State College West Campus, W 206 Kearney, NE 68849	
Phone	308/234-8462	
Major Functions	Dissemination Library Loan Computer Services	Sales* Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Student	Secretary
Square Footage	Not available	
Collection Size	6,054 documents, periodicals, audio visuals	
Budget Range	Under $50,000	
Use of PR	Displays Presentations Videotape	Brochures/Fliers Newsletters

* Sales function is separate entity

North Dakota

Name	**North Dakota Vocational Curriculum Library**	
Director	Jane Schulz	
Address	Bismarck State College 1500 Edwards Ave. Bismarck, ND 58501	
Phone	701/224-5487	
Major Functions	Dissemination Library Loan	Computer Services Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Indian
Staff Positions	Director	Student
Square Footage	Not available	
Collection Size	3,240 documents, audio visuals	
Budget Range	Under $50,000	
Use of PR	Displays	Brochures/Fliers

New Hampshire

Name	**Learning Resources Center**	
Director	Rita Larrow	
Address	Mason Library Keene State College Keene, NH 03431	
Phone	603/352-1909 Ext. 236	
Major Functions	Printing Library Loan Computer Services	Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Student	Secretary
Square Footage	5,000	
Collection Size	24,000 documents, periodicals, audio visuals	
Budget Range	$50,000 - 75,000	
Use of PR	Displays Information Packet	Brochures/Fliers Slide Tape

New Jersey

Name	**New Jersey Vocational Education Resource Center**	
Director	Beverly Genetta	
Address	Crest Way Aberdeen, NJ 07747	
Phone	201/290-1900	
Major Functions	Library Loan Computer Services	Workshops/Inservice
Subject Areas	Not available	
Staff Positions	Not available	
Square Footage	Not available	
Collection Size	Not available	
Budget Range	Not available	
Use of PR	Brochures Pencils	Plastic Bags Paper Clips

New Mexico

Name	**New Mexico Consortium for Research & Development in Occupational Education**	
Director	Jerry Cunico	
Address	Department of Technical & Occupational Education College of Education University of New Mexico Albuquerque, NM 87131	
Phone	505/277-6422	
Major Functions	Development Dissemination Library Loan Computer Services	Printing Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director	Secretary
Square Footage	900	
Collection Size	55 documents, audio visuals	
Budget Range	Not available	
Use of PR	Displays Information Packet	Brochures/Fliers

New Mexico

Name	**Vocational Information and Program Services (VIPS)**	
Director	Carol Bell	
Address	351 Rio Communities Blvd. Belen, NM 87002	
Phone	505/864-2823	
Major Functions	Dissemination Library Loan	Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Secretary (2)	Assistant Director
Square Footage	2,000	
Collection Size	3,730 documents, audio visuals	
Budget Range	$151,000 - 175,000	
Use of PR	Displays Bibliographies	Brochures/Fliers

Ohio

Name	**Instructional Materials Laboratory**	
Director	Tom Hindes	
Address	842 West Goodale Blvd. Columbus, OH 43212	
Phone	614/221-4950	
Major Functions	Development Dissemination	Sales Inservice
Subject Areas	Agriculture Business/DE Health Home Ec	Public Safety Services Sex Equity Special Needs Coop
Staff Positions	Director Curriculum Specialist (3) Accounting Secretary Student (6) Asst. Office Manager Graduate Assistant (2)	Researcher Editor/Writer Clerk Typist (2) Office Manager Media Specialist (2)
Square Footage	Not available	
Collection Size	Not available	
Budget Range	Not available	
Use of PR	Displays Information Packets	Brochures/Fliers

Ohio

Name	**Ohio Agriculture Education Curriculum Materials Service**
Director	Roger Roediger
Address	254 Agriculture Administration 2120 Fyffe Rd. Columbus, OH 43210-1099
Phone	614/292-4848
Major Functions	Development Dissemination Workshops Evaluation of extant instructional media Editing Sales Computer Services
Subject Areas	Agriculture
Staff Positions	Director Secretary Student (1.5) Curriculum Specialist (2) Accounting Secretary
Square Footage	1,200
Collection Size	750 documents, audio visuals
Budget Range	$326,000 - 350,000
Use of PR	Displays Catalog Brochures/Fliers

Pennsylvania

Name	**PDE Resource Center**	
Director	Evelyn Werner	
Address	VEIN (Vocational Education Information Network) Pennsylvania Department of Education 333 Market St. Harrisburg, PA 17126-0333	
Phone	717/783-9192	
Major Functions	Library Loan Dissemination	Workshops Computer Services
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual
Staff Positions	Director Secretary	Information Specialist (2) Library Helper
Square Footage	Not available	
Collection Size	5,020 documents, periodicals	
Budget Range	$126,000 - 150,000	
Use of PR	Displays Information Packet	Brochures/Fliers

South Carolina

Name	**Vocational Curriculum Development Section**
Director	Robert T. Benson
Address	Office of Vocational Education 1237 Gadsden St. Columbia, SC 29201
Phone	803/737-2744
Major Functions	Development Dissemination Library Loan Printing Workshops Preparation of Vocational Competency Tests
Subject Areas	Agriculture Business/DE Health Home Ec Coop Industrial Arts Sex Equity Special Needs Guidance Trade and Industrial
Staff Positions	Director Editor/Writer Input Operator (2) Curriculum Specialist (2) Secretary Vocational Testing Coordinator
Square Footage	5,000
Collection Size	Not available
Budget Range	$376,000 - 400,000
Use of PR	Brochures/Fliers

South Dakota

Name	**South Dakota Vocational Curriculum Center***	
Director	Judi Zikmund	
Address	306 E. Capitol Pierre, SD 57501	
Phone	605/224-6287	
Major Functions	Dissemination Library Loan Computer Services	
Subject Areas	Agriculture Business/DE Health Home Ec Coop	Industrial Arts Sex Equity Special Needs Guidance
Staff Positions	Director	
Square Footage	1,050	
Collection Size	330 documents, periodicals, audio visuals	
Budget Range	$126,000 - 150,000	
Use of PR	Displays Catalog	Brochures/Fliers

* Center is in first year of development.

Tennessee

Name	**Division of Vocational Education Curriculum Center**	
Director	Lynn Cohen	
Address	Tennessee Department of Education 200 Cordell Hull Bldg. Nashville, TN 37219-5339	
Phone	615/741-1819	
Major Functions	Development Dissemination Library Loan	Printing Sales Workshops
Subject Areas	Agriculture Marketing/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Trade & Industrial Education Business/Office Education
Staff Positions	Director	Staff from Division of Vocational Education
Square Footage	300	
Collection Size	22 documents *	
Budget Range	$226,000 - 250,000	
Use of PR	None	

* Total changes as products are developed.

Texas

Name	**Home Economics Curriculum Center**	
Director	Betty Robinson	
Address	Texas Tech University P.O. Box 4067 Lubbock, TX 79409-4067	
Phone	806/742-3028	
Major Functions	Development Sales Dissemination	Printing Workshops
Subject Areas	Home Ec	
Staff Positions	Director Information Specialist (Editor) Clerk Typist Artist	Curriculum Specialist (2) Secretary Student (6)
Square Footage	3,337	
Collection Size	No collection	
Budget Range	$376,000 - 400,000	
Use of PR	Displays	Brochures/Fliers

Texas

Name	**Extension Instruction and Materials Center (EIMC)**	
Director	Joe Williams	
Address	The University of Texas at Austin P.O. Box 7218 Austin, TX 78713-7218	
Phone	512/471-7716 Ext. 236	
Major Functions	Development Dissemination Workshops	Printing Sales Correspondence Studies
Subject Areas	Business/DE Health Coop Correspondence Studies	Industrial Arts Special Needs Remedial Math, Language Arts
Staff Positions	Director Assistant Director Curriculum Specialist (7) Information Specialist Accounting Secretary Clerk Typist (15) Mail Clerk	Researcher (2) Editor/Writer (3) Computer Specialist (2) Secretary (4) Dissemination Clerk Warehousing/Customer Sve (15)
Square Footage	15,000	
Collection Size	Not available	
Budget Range	$475,000 - 2,500,000	
Use of PR	Displays Advertisements	Brochures/Fliers

Texas

Name	**Instructional Materials Service**	
Director	Bill Tomlinson	
Address	Texas A & M University F.E. Box 2588 College Station, TX 77843	
Phone	409/845-6601	
Major Functions	Development Dissemination Workshops	Printing Sales Computer Services
Subject Areas	Agriculture/Coop Day Trades	Trade & Industrial Education
Staff Positions	Director Curriculum Specialist (6) Secretary Student (7) Store Keeper Printer/Binder (8)	Assistant Director Computer Specialist Accounting Secretary (2) Word Processor (2) Illustrators (3) Graduate Assistant (4)
Square Footage	19,000	
Collection Size	Not available	
Budget Range	$376,000 - 950,000	
Use of PR	Displays Slide Tape Catalogs	Brochures/Fliers Newsletters

Texas

Name	**Occupational Curriculum Laboratory**	
Director	Bill Barnes	
Address	East Texas State University Mayo Hall Commerce, TX 75428	
Phone	214/886-5624	
Major Functions	Development Dissemination Workshops	Printing Sales
Subject Areas	Business/DE Guidance	Special Needs
Staff Positions	Director Editor Word Processor (2) Student (4)	Curriculum Specialist (3.5) Accounting Secretary Graphic Artist Graduate Assistant (3)
Square Footage	15,000	
Collection Size	Not available	
Budget Range	$201,000 - 655,000	
Use of PR	Displays Catalogs	Brochures/Fliers Presentations

Virginia

Name	**Virginia Vocational Curriculum & Resource Center**	
Director	Flora C. Armstrong	
Address	2200 Mountain Rd. Glen Allen, VA 23060-2208	
Phone	804/262-7439	
Major Functions	Development Dissemination Library Loan Computer Services	Printing Sales Workshops Assessment Surveys
Subject Areas	Agriculture Business/DE Health Home Ec Guidance Coop	Industrial Arts Sex Equity Special Needs Bilingual Indian
Staff Positions	Director Editor/Writer (3) Secretary (3) Dissemination Clerk	Assistant Director/Information Specialist Accounting Secretary Sex Equity Specialist
Square Footage	6,000	
Collection Size	Not available	
Budget Range	$401,000 - 500,000	
Use of PR	Displays Information Packet Catalogs State Annual Report	Brochures/Fliers Slide Tape Newsletter

Vermont

Name	**Vermont Home Economics Resource Materials**	
Center Coordinator	Irene Shover	
Address	Oxbow Vocational Center Box 618 Bradford, VT 05033	
Phone	802/222-5212 Ext. 32	
Major Functions	Printing Dissemination Library Loan	Workshops Development
Subject Areas	Home Ec	
Staff Positions	Project Coordinator	Clerk Typist
Square Footage	480	
Collection Size	600 documents, audio visuals	
Budget Range	Under $50,000	
Use of PR	Displays Information Packet Pencils	Brochures/Fliers Cups

West Virginia

Name	**Vocational Curriculum Laboratory**	
Director	John Riddle	
Address	Cedar Lakes Conference Center Ripley, WV 25271	
Phone	304/ 372-7017	
Major Functions	Development Dissemination Library Loan Computer Services	Printing Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec	Industrial Arts Sex Equity Special Needs Trades & Industrial
Staff Positions	Director Clerk Typist	Accounting Secretary Secretary
Square Footage	7,000	
Collection Size	19,500 documents, audio visuals	
Budget Range	$176,000 - 200,000	
Use of PR	Displays Videotape	Brochures/Fliers

Wisconsin

Name	Vocational Studies Center	
Director	Merle Strong	
Address	964 Education Sciences Building 1025 West Johnson St. Madison, WI 53706	
Phone	608/263-3696 or 2929	
Major Functions	Development Dissemination Library Loan Computer Services	Printing Sales Workshops
Subject Areas	Agriculture Business/DE Health Home Ec Guidance	Sex Equity Special Needs Bilingual
Staff Positions	Director Student (6)	Outreach Specialist
Square Footage	2,500	
Collection Size	315 documents, audio visuals	
Budget Range	$150,000 - $175,000	
Use of PR	Displays	Brochures/Fliers